



NANYANG ACADEMY OF FINE ARTS

TENDER DOCUMENT

3-year term contract for structured cabling works for Nanyang Academy
of Fine Arts

TENDER NO: NAFA/IT/00085

UEN Registration No.: 201006523M
EduTrust Certification No.: EDU-2-2020
Validity: 16 October 2023 – 15 October 2027

INVITATION TO TENDER

Nanyang Academy of Fine Arts (NAFA) invites sealed tenders from suitably qualified and experienced companies to supply, deliver, implement, commission and support the following IT systems and/or related services:

1. Description of IT Systems / Services:

3-year term contract for structured cabling works for Nanyang Academy of Fine Arts

2. Contract Period:

16 June 2026 to 15 June 2029 (3 years)

The following documents form part of this Tender Document and shall be read together:

- Tender Guidelines
- Conditions of Contract (IT / Systems)
- Technical Specifications
- Form A – Tenderer's Offer
- Form B – Tenderer's Profile
- Form C – Price Schedule
- Form D – Technical Specifications
- Form E – Major Projects Completed
- Form F – Current Projects
- Form G – Project Team Profile

3. Site Survey

An optional site survey will be conducted for all tenderers on the following date and time:

Date: 19 May 2026 (Tue)

Time: 3pm

Meeting venue: Campus 1 Foyer (80 Bencoolen Street Singapore 189655)

Please confirm your attendance via this form <https://forms.cloud.microsoft/r/TQqyKaVJZs> before 18 May, 5pm.

4. Closing date of submission

The closing date for submission of tender is **26 May 2026 (Tuesday), 2.00pm**. Late submissions will not be accepted. The Tenderer shall complete and submit all the above documents.

TENDER GUIDELINES

1. Submission of Tender

1.1 Tenderers shall complete, sign, and submit all required forms in this Tender Document.

1.2 Tender submissions shall be subject to the following:

- (a) Tenders shall be submitted **electronically only**. Hardcopy submissions will not be accepted.
- (b) Tender submissions shall be password-protected and emailed to nafatender@nafa.edu.sg by the closing date and time.
- (c) Passwords shall **not** be submitted before the closing date and time.
- (d) Passwords shall be provided only upon request by NAFA after the closing of the tender.
- (e) Tenderers are advised to submit their tenders at least thirty (30) minutes before the closing time.
- (f) Maximum attachment size is 100MB. Tenderers may use file-sharing platforms if required.

1.3 NAFA shall not be responsible for tenders not complying with the above requirements.

1.4 All costs and expenses incurred in the preparation and submission of the tender shall be borne solely by the Tenderer.

2. Goods and Services Tax (GST)

2.1 Prices quoted shall be exclusive of GST.

2.2 Where applicable, GST shall be payable by NAFA in addition to the Contract Price.

3. Queries

3.1 Queries relating to this Tender Document shall be submitted in writing to the Contact Person by the specified dateline.

3.2 NAFA reserves the right not to respond to queries deemed inappropriate or late.

4. Presentation

NAFA may require shortlisted Tenderers to make a technical and commercial presentation or product demonstration.

5. Validity Period

Tenders shall remain valid for acceptance for **120 days** from the closing date.

6. Award of Tender

6.1 NAFA is not obliged to accept the lowest or any tender.

6.2 NAFA may accept the tender in whole or in part, or make multiple awards where appropriate.

6.3 A binding contract shall be formed upon issuance of a Letter of Acceptance or Purchase Order by NAFA.

7. Debarment

NAFA reserves the right to debar any Tenderer who withdraws its tender after the closing date from participating in future NAFA tenders.

CONDITIONS OF CONTRACT (IT / SYSTEMS)

1. Scope of Contract

1.1 The Contractor shall supply, deliver, install, configure, test, commission and support the IT systems and/or services strictly in accordance with the Tender Document and the Contractor's accepted proposal.

1.2 All equipment supplied shall be new, unused, and of current manufacture unless otherwise approved by NAFA.

2. Technical Requirements

2.1 The systems shall comply fully with the Technical Specifications set out in Form D.

2.2 Any items or services necessary for proper operation, although not expressly stated, shall be deemed included.

3. Project Management and Implementation

3.1 The Contractor shall provide a detailed implementation plan, including milestones, responsibilities and timelines.

3.2 The Contractor shall appoint a qualified project manager as a single point of contact.

4. System Completion and Acceptance Testing

4.1 The Contractor shall complete installation and configuration by the System Completion Date.

4.2 NAFA shall conduct acceptance testing to verify compliance with the Technical Specifications and performance requirements.

4.3 Failure to meet acceptance criteria shall entitle NAFA to require rectification, replacement, or rejection.

5. Warranty

5.1 The Contractor shall provide a minimum warranty period of **one (1) year** from successful completion of acceptance testing.

5.2 During the warranty period, the Contractor shall rectify defects at no additional cost.

6. Support and Maintenance

6.1 The Contractor shall provide support and maintenance services in accordance with Form E.

6.2 Response times, resolution times and escalation procedures shall be clearly defined.

7. Software Licensing

7.1 All software licenses shall be genuine, legally valid and transferable to NAFA where applicable.

7.2 License terms, renewal fees and subscription conditions shall be stated in Form F.

8. Cybersecurity and Data Protection

8.1 The Contractor shall implement appropriate technical and organisational measures to protect NAFA's systems, networks and data against unauthorised access, loss, damage or disclosure.

8.2 Where personal data is processed, the Contractor shall comply with the Personal Data Protection Act 2012 (PDPA) and all applicable data protection laws.

8.3 Cybersecurity Incident Notification. The Contractor shall notify NAFA in writing **without undue delay and in any event within twenty-four (24) hours** upon becoming aware of any actual or suspected cybersecurity incident, security breach, data breach, or unauthorised access affecting NAFA's systems or data. The Contractor shall cooperate fully with NAFA in investigating, mitigating and remediating the incident.

9. Audit and Inspection Rights

9.1 NAFA and its authorised representatives shall have the right, upon reasonable notice, to audit and inspect the Contractor's records, systems, processes and documentation relating to the performance of the Contract, including compliance with licensing, cybersecurity and data protection requirements.

9.2 The Contractor shall provide reasonable access and assistance for the purposes of such audit or inspection.

10. Intellectual Property Rights

10.1 NAFA shall own all deliverables developed specifically for NAFA under this Contract, unless otherwise stated.

10.2 The Contractor retains ownership of its background IP but grants NAFA a perpetual, royalty-free licence for internal use.

11. Liquidated Damages

11.1 If the Contractor fails to complete the Works / Services / Systems by the Completion Date (or any revised date approved in writing by NAFA), the Contractor shall be liable to pay liquidated damages to NAFA at the rate specified in the Invitation to Tender, for each calendar day, week, or part thereof of delay, until completion is achieved.

11.2 Unless otherwise stated in the Invitation to Tender, liquidated damages shall be calculated at the rate of one per cent (1%) of the Contract Price per week, or a proportionate amount for any period of less than a week.

11.3 Liquidated damages shall accrue automatically without the need for NAFA to prove actual loss and may be deducted by NAFA from any monies due or becoming due to the Contractor, or from the Security Deposit or Banker's Guarantee, without prejudice to any other rights or remedies available to NAFA.

11.4 The imposition of liquidated damages shall not relieve the Contractor of its obligation to complete the Works / Services / Systems in accordance with the Contract, nor shall it prejudice

NAFA's right to terminate the Contract or to recover any additional costs, losses or damages arising from other breaches.

11.5 The Contractor agrees that the liquidated damages set out herein constitute a genuine pre-estimate of loss likely to be suffered by NAFA and are not a penalty.

12. Termination

12.1 Termination for Convenience

NAFA may terminate this Contract for convenience by giving the Contractor not less than thirty (30) days' written notice. Upon such termination, NAFA shall pay the Contractor for systems, services and deliverables properly supplied, performed and accepted up to the effective date of termination. The Contractor shall not be entitled to any compensation for loss of profit, loss of expected savings, or any indirect or consequential loss arising from such termination.

12.2 Termination for Default

NAFA may terminate this Contract immediately by written notice if the Contractor:

- (a) commits a material breach of this Contract and fails to remedy such breach within fourteen (14) days after receipt of written notice;
- (b) fails to meet the System Completion Date, acceptance test requirements, or performance obligations;
- (c) repeatedly supplies defective systems or services or fails to rectify defects within a reasonable time;
- (d) becomes insolvent, bankrupt, enters judicial management, or has a receiver, manager or liquidator appointed;
- (e) ceases or threatens to cease carrying on business; or
- (f) suffers any serious cybersecurity incident or data breach attributable to the Contractor which, in NAFA's reasonable opinion, materially affects NAFA's systems, operations or reputation.

12.3 Consequences of Termination

Upon termination of this Contract for any reason:

- (a) the Contractor shall immediately cease all work except as directed by NAFA;
- (b) the Contractor shall hand over to NAFA all systems, deliverables, documentation, source materials and data (completed or in progress);
- (c) NAFA may engage third parties to complete or replace the systems or services, and any additional cost incurred may be recoverable from the Contractor;
- (d) any rights, remedies and liabilities accrued prior to termination shall not be affected.

12.4 Survival

Clauses relating to intellectual property, confidentiality, data protection, cybersecurity obligations, indemnity, limitation of liability, audit rights and governing law shall survive termination.

13. Limitation of Liability

13.1 The Contractor's total liability shall not exceed the Contract Price.

13.2 This limitation shall not apply to confidentiality breaches, IP infringement, data protection breaches, or wilful misconduct.

14. Indemnity

The Contractor shall indemnify NAFA against all claims arising from the supply and use of the systems.

15. Insurance

The Contractor shall maintain Professional Indemnity, Public Liability and Cyber / Technology Risk insurance as required by NAFA.

16. Governing Law and Dispute Resolution

This Contract shall be governed by the laws of Singapore. Any dispute shall be referred to arbitration in Singapore.

TECHNICAL SPECIFICATION

1. SCOPE OF WORK

- a. The scope of work for each request shall include new installation, relocation of existing structured cabling and other works when required by NAFA. The below list is an estimated quantity of the structured cabling works required by NAFA for three years. The total cost is not a committed amount to the contractor.

No.	Description	Estimated Qty*
a.	To supply & install UTP Cat 6 Cabling (from rack to workstation within the same floor) Includes : 1 x UTP Cat 6 cable (90m), termination, labeling and testing , 1 x UTP Cat.6 RJ45 Jack & Faceplate, Base Box	300
b.	To supply & install UTP Cat 6 Vertical Cabling (from rack to workstation from floor to floor) Includes : 1 x UTP Cat 6 cable (90m), termination, labeling and testing , 1 x UTP Cat 6 RJ45 Jack & Faceplate, Base Box	300
c.	To supply labour to relocate & reterminate existing UTP Cat 6 Cabling	150
d.	To supply & install Panduit UTP Cat.6 Patch Cord, 3m	300
e.	To supply & install Panduit UTP Cat.6 Patch Cord, 5m	300
f.	To supply & install Fire Stop and Sticker	30
g.	To supply labour & materials to mount WAP	30
h.	Transportation charge per call	30

*Estimated quantity for three years

- b. Cabling works will be provided on an ad-hoc basis.
- c. The contractor must conduct site surveys with IT staff to confirm the actual scope before installation.
- d. Cost should be provided per the scheduled rates submitted and agreed upon before works are to be carried out.

- e. The contractor must undertake to deliver, install, test and commission the installed structured cabling system and be responsible for the project management and coordination work.
- f. Labelling of all cabling shall be carried out by the contractor as required.
- g. The contractor must provide all necessary manpower, equipment, and tools (for example, ladders, scaffolding, safety cone barriers, etc.) at their own expense and carry out the above task throughout the contract.
- h. The contractor must follow all rules and regulations stipulated during their work on site.
- i. The contractor must submit the Risk Assessment at least two days before starting work. The following safety measures and procedures should be implemented onsite:
- j. Ensure safety cone barriers are properly positioned around the designated work area.
- k. Wear hand gloves at all times during cabling installation, including when removing ceiling trays.
- l. Store all unused equipment, such as foldable step ladders, structured cabling boxes, and tools, outside of the work area.
- m. Utilize a vacuum cleaner, cleaning cloth, cleaning gloves, broom, and dustpan to maintain cleanliness in the workspace.
- n. Sign in and out for room keys and contractor HID cards on a daily basis.

5. PRICE SCHEDULE

- a. Tender contract price for the items listed in Point 2.1 to be submitted using Price Schedule of Tenderer's Offer – Form C
- b. Tenderer to submit a fixed schedule of rates for all network cabling works using the Excel file – Annex 1 – Schedule of rates.
- c. The schedule of rates is to remain valid for three (3) years as per the agreed contract start date.
- d. Cabling works are requested on an ad-hoc basis. Cost should be provided per the scheduled rates submitted and agreed upon by NAFA before work is carried out.

6. PAYMENT SCHEDULE

The contractor shall claim payment (with 30 days credit terms) after each project completion.

7. PROJECT SCHEDULE

Month	Project Phases
May 2026	Open Tender Exercise
June 2026	Evaluation and award to the successful tenderer

8. EVALUATION CRITERIA

This tender will be evaluated based on the following criteria:

- Compliance with required technical specifications
- Tender price
- Experience and performance in current and past projects

9. SITE SURVEY

An optional site survey will be conducted for all tenderers on the following date and time:

Date: 19 May 2026 (Tue)

Time: 3pm

Meeting venue: Campus 1 Foyer (80 Bencoolen Street Singapore 189655)

Please confirm your attendance via this form <https://forms.cloud.microsoft/r/TQqyKaVJZs> **before 18 May, 5pm.**

10. CONTACT PERSONS / QUERIES

All queries to these tender requirements are to be directed to:

Mr Tong Kum Loon
Assistant Manager
Information Technology Office
Tel: 6512 4054
Email: kltong@nafa.edu.sg

FORMS

(Forms A–G as listed above)